



“...peaceably transforming our society through the language of ART.”

MISSION STATEMENT

Puffin Foundation West, Ltd. (PFW) seeks to open the doors of artistic expression by providing grants to citizen activist artists and Not For Profits organizations that often are excluded from mainstream opportunities due to race, gender, or social philosophy. We know that Artists and the universal language of ART are able to reach across both physical borders and the boundaries of our imagination and in doing so are often able to peaceably transform our society's ideas about social and civil justice issues. Creative expression and innovation have always helped move society towards a more progressive democracy and allows us to recognize our universal humanity. Puffin Foundation West, Ltd. is committed to supporting such grass-roots artists and organizations.

The *Puffin* is a metaphor for our work. This species once prospered off the coast of New England but was hunted almost to extinction for its feathers and for stew. In the late 1970's, and shortly before her death, Dorothea (Mrs. Perry) Rosenstein, (the mother of PFW's President) was part of a small group of volunteers who worked on a project with Dr. Stephen W. Kress, Director of the Seabird Restoration Program of the National Audubon Society, to reintroduce Puffins back to these islands. This was the first attempt to restore a puffin colony; the outcome was unknown. Owing to these constructive efforts these birds did make a comeback although global warming and the encroachment of civilization on these creatures' habitats combined with corporate contamination of the natural world threaten their existence again. Over 1000 breeding pairs have been counted and banded and we now know they spend their winters near Bermuda!

Puffin Foundation, Ltd. and PFW are named in tribute of this restoration project's little bird because unlike Captain Kirk's prime directive that *you mustn't interfere*, many times you do have to step-up to make things right.

The Puffin Foundation West, Ltd. will partner and also help build community partnerships with other concerned groups and individuals to insure that the arts continue to grow enlighten and enrich our lives. PFW accepts Grant Applications from individuals, NFP educational, cultural and social justice organizations for projects meeting our Mission's objectives that utilize Art, Dance, Music, Theater, Photography, Film/Video, Writing, Poetry and Public Interest platforms.

IN 2018 AND IN HONOR OF PUFFIN FOUNDATION WEST RECEIVING THE OHIO GOVERNOR'S ARTS PATRON AWARD ALL GRANTS WILL ONLY BE GIVEN TO OHIO CITIZENS AND NFPs.

Java Kitrick, Director

© 2017 Puffin Foundation West, Ltd.

www.puffinwest.org

60 East Spring Street, Suite 601, Columbus, OH 43215, Phone: 614-223-1055

www.puffinwest.org

puffinoh@columbus.rr.com

see us at Puffin West





"...peaceably transforming our society through the language of ART."

Dear 2018 Grant Applicant:

In order to properly review your Grant Proposal, the Foundation asks that you provide a descriptive but succinct overview of your project. Your application is the basis of our determination as to which projects by individuals or Not for Profit organizations best reflect our Mission Statement. We **cannot** grant to corporations, LLCs, INCs or any other type of **for profit** group as the IRS looks at that as if we are making an investment in a company and becoming a "partner." Foundation support is granted to artful, creative and innovative initiatives that advance civic and social justice programs that will improve lives, the lives of creatures big and small, and instill optimism so we can achieve a better world together working to save those things we hold precious from extinction. To help facilitate our work, please process your proposal on letter-size - 8 ½" x 11" paper and mail your packet to the address below. **IT MUST BE RECEIVED AT OUR MAILING ADDRESS BETWEEN FRIDAY SEPTEMBER 8TH AND ON OR BEFORE, SATURDAY DECEMBER 9TH, 2017. All applications must be sent via the United States Postal Service.** E-mailed applications are not acceptable, as we need your original signature for our file per the IRS. We do not have a FAX. Please include the following information:

1 - PUFFIN WEST'S GRANT APPLICATION/CONTACT INFORMATION SHEET.

2 - PROJECT DESCRIPTION. Please provide an overview in 500 words or less. If you are collaborating/partnering with another community organization, network or institution that is perhaps providing venue or support services, please have them provide a letter of introduction confirming their commitment to your project.

3 - PROJECT GOALS. Please identify the audience and expected census for which the Project is intended and set out how you plan on reaching your audience and how many people will have access to your project. We do look at the ratio of dollars to outreach. Please be specific and concise and limit this description to 500 words or less. Please affirm how your Project reflects our Mission Statement.

4 - BIOGRAPHICAL INFORMATION. Tell us about yourself or your organization. Any relevant past projects or experiences are of interest to us. Please attach references or letters of recommendation if you believe this is helpful to your proposal. **If you are a tax-exempt organization or have a fiscal sponsor**, you must include a copy of the IRS' 501(c)(3) letter setting out your/their NFP Tax ID number. If you are not a NFP, we need your personal Social Security Number, as we will be asking you to complete a W-9. ALL grant recipients including but not limited to NFPs, Citizens, Universities and fiscal agents - no matter what size grant award is- will receive a 1099 in Jan. 2019. It will be up and to your tax advisor what you need to do with the 1099 you receive from Puffin Foundation West.

5 - BUDGET. Please provide the total overall cost for the Grant Proposal. Please then break down these costs as specifically as possible and keep in mind those things that the Foundation does not provide Grants for. Please expound on your other funding requests from other foundations and/or groups and etc. that tell us if the project has any other sources for economic support. We prefer not to make grants to any NFP whose budget is over One Million Dollars a year as we do consider ourselves a *conduit* private foundation that gives grassroots grants. We do however consider special projects that a larger NFP may specifically be involved with that fit our Mission.

60 East Spring Street, Suite 601, Columbus, OH 43215, Phone: 614-223-1055

www.puffinwest.org

puffinoh@columbus.rr.com

see us at Puffin West



(continued)

- 6 - **ATTACHMENTS.** Please remember to include your resume/CV, references, prior news clippings, and etc. about yourself, your organization or your work. A maximum of six photos (no slides please) or a five-minute DVD/CD are acceptable. Please do not send books, manuscripts, reels, videos, prototypes, mock-ups, or anything with bulk. **If you wish your materials to be returned, you must send a SASE with the correct postage. Materials will be returned shortly after you hear from us advising if you have or have not received a grant award.**

IMPORTANT THINGS TO CONSIDER

While there are few 'set' requirements for grantees, the following criteria are typically considered:

- **How does your grant request use Art as the universal language to discuss civic or social justice issues?** Please look at our website and see all the previous years' grantees' extraordinary undertakings that reflect our Mission. Get inspired and we are so grateful that there is such a large community of wonderful people and groups working everyday making positive impacts on other people's lives!
- **The Content of the Grant.** Does it Address Social Issues? What is the Educational Value?
- **New & Emerging Artists are encouraged to apply.**
- **Population Served by Grant.** How many will benefit? Who will experience this grant, does it have a continuing Mission beyond 2017?
- **Fiscal Need.** Is Puffin funding essential for the project's success? Will this occur without us? In general, specific projects with budgets for more than \$250k will face additional scrutiny to determine if our grassroots grant will have a real impact.
- **Budget Breakdown.** Is the budget reasonable? Puffin does not fund travel, lodging, living expenses, endowments & educational scholarships or continuing education; nor do we fund general operating/overhead expenses or salaried employees already assigned to the subject/project of the grant.

Only U.S. citizens/legal residents and U.S. organizations are eligible for grants.

We look forward to receiving, reading and reviewing your Grant Proposal. We thank you for your interest.

In service, with gratitude,

Java Kitrick, Director

- * PLEASE NOTE THAT PROPOSALS THAT DO NOT EMBRACE THE FOUNDATION'S MISSION STATEMENT OR FALL SHORT OF THE GUIDELINES AND DO NOT INCLUDE ANY OF THE REQUIRED ELEMENTS OF THIS GRANT APPLICATION WILL NOT BE CONSIDERED FOR FUNDING.



“...peaceably transforming our society through the language of ART.”

2018 A SPECIAL CELEBRATORY YEAR

IN HONOR OF PUFFIN FOUNDATION WEST, LTD. RECEIVING THE OHIO GOVERNOR'S ARTS PATRON AWARD on May 17, 2017 ALL GRANT AWARDS WILL ONLY BE GIVEN TO OTHER OHIO NFPS, FISCAL AGENTS AND CITIZENS USING THEIR SOCIAL SECURITY NUMBER.

2018 GRANT APPLICATION AND INFORMATION

NOTE: ONLY GRANTS SUBMITTED ON OUR APPLICATION FORM WILL BE CONSIDERED

Puffin Foundation West (PFW) thanks all creative artists and NFP organizations for their interest in our Mission. This begins our eighth cycle offering grants to individuals and other NFPs who are endeavoring and, more importantly, often succeeding in reaching across the constraints of the status quo and creating dialogues that are peaceably transforming as well as moving our society forward in a progressive manner.

You will find our Application materials in the PDF at the bottom of this introductory statement. The materials in the PDF have been produced so that you understand our Mission, as we want you to be successful in crafting your Application for a Grant Award.

IMPORTANT DATES TO REMEMBER

We strongly suggest you explore our website so that you understand our GRASSROOTS Mission and meet all of our previously PFW awardees who we now consider to be part of the PFW family (our Pufflings). *Did you know that a group of Puffins is called a GATHERING?* Completed applications for next year's cycle will be accepted from **Friday September 8th, 2017 and NEED TO BE IN HAND AT OUR MAILING ADDRESS on Saturday December 9th, 2017**. We cannot accept applications that are e-mailed (as we need your original signature) or mailed as a certified or that require a signature for delivery. All Grant Award Recipients will be notified by **May 15th, 2018**.

PFW's focus is to grant applicants whose work/mission cross social and cultural borders. We provide artists and NFP organizations with funding that enable them to promote and share issues that unite people through the common language of artistic expression.

WHAT WE DO NOT FUND

We consider ourselves to be a conduit foundation. We do **NOT** provide funds for regular operating costs for brick and mortar overhead, this includes but is not limited to education/course work, seminars, automobiles, gasoline, hotels, food, computers, or funds for durable equipment and items that are not specifically to be used solely for your grant proposal.

SPECTRUM OF POTENTIAL FUNDING IDEAS

Our Mission is **NOT** Title One driven and *underserved and under privileged* are not necessarily criterions. We are looking for projects that use art to discuss social and civil justice issues including food insecurity, peace, prisons, discrimination, race, culture, sexual orientation, censorship, children's rights, trafficking, global warming, environmental protection, nuclear proliferation, poverty, gender issues, racial profiling,

60 East Spring Street, Suite 601, Columbus, OH 43215, Phone: 614-223-1055

www.puffinwest.org

puffinoh@columbus.rr.com

see us at Puffin West



immigration, bullying, violence in schools, homelessness, gun control, animal rights, and etc. Grants from PFW can only be awarded to citizens of the United States or other NFPs, Universities, or fiscal agents. We do not grant for work being done outside the borders of the United States. Average grants range from \$550 - \$2,500. We like to grant to new applicants, though we do have a number of grantees whose work does get continuing grant support on back-to-back years

EARLY DETERMINATION

If you require “**early determination**,” please check the box on the Application. We request that if you need “**early determination**,” submit your Grant Proposal by **November 25th, 2017** so we can get an idea of how many grants we have in this category. Efforts will be made to review these beginning in mid January. PFW only extracts a set amount of money from its corpus each month. We can only promise that should your proposal/project needs “**early determination**” funding prior to May 15th, 2018 it will be processed prior to March 1st, 2018. As your application contains your e-mail contact, we will notify you once your application is logged in.

NOT TAKING NOTIFICATION

We will send all *Not Taking Letters* by March 1st, 2018 so these applicants have time to look for other sources of financial support.

YOUR OBLIGATIONS TO PFW UPON RECEIVING A GRANT AWARD

All successful Grant Recipients will have responsibilities and obligations to fulfill to the Puffin Foundation West, Ltd. These obligations include:

- (1) The completion and prompt return of the W-9 form that accompanies your Grant Award is expected.
- (2) A Final Report by **December 15th, 2018** that includes an accounting of how Grant Funds were used, the census so we can compute the per capita ratio, and reviews or newspaper clippings, and your personal overview of how your project turned out would be an appreciated enclosure. By submitting a Grant Proposal, you are also acknowledging our authority to withhold and/or recover Grant Funds if funds are or appear to have been misused or that you have not returned your W-9 promptly or cashed your grant award check. Checks not negotiated within 90 days will have a **stop payment** placed upon them. Your final report will be your attestation about the grant and how the funds were applied We must attest to the IRS on our 990PS tax return that the funds granted were used for the stated Mission/Project by the applicant. Signing this part of our tax return obviously is very serious business.

THANK YOU

You are **ALL invited to become a friend of PFW on Facebook** so that you can keep up with the inspirational, incredible, important, mindful projects we help fund. Our community is growing everyday!

Thank you for your interest in the Puffin Foundation West, Ltd. We are proud to continue to celebrate the artists who enable us to imagine peace and a common humanity.



“...peaceably transforming our society through the language of ART.”

Dear Puffin Foundation West, Ltd. 2018 Grant Applicant:

The following information is required to process your Grant Proposal. We encourage you to call the IRS Information Line should you have any questions about receiving a PFW Grant and how you need to report it at **1-866-455-7438**.

DATE _____

APPLICANT/GROUP NAME and CONTACT NAME _____

SOCIAL SECURITY # or NFP TAX EXEMPT #* _____

*Only individuals or NFPs may apply

ADDRESS _____ Apt# _____ CITY _____

STATE _____ ZIP _____ TELE # _____ MOBILE # _____

WEBSITE _____ FACEBOOK _____ EMAIL _____

TITLE OF GRANT PROPOSAL _____

TOTAL BUDGET: \$ _____ GRANT REQUEST: \$ _____ EARLY DETERMINATION: Y / N

WHEN IS YOUR PROJECTED SCHEDULED FOR: From _____ Ending _____

Is this project currently funded or have you applied for any other funding? _____ YES _____ NO

If so, please list Grantors and amounts received or Grants applied for:

Name	Address, City, State, Zip	Tele #	Contact	\$ Amount
------	---------------------------	--------	---------	-----------

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

How did you learn about Puffin Foundation West, Ltd.? _____

Have you received a previous Grant from Puffin Foundation West, Ltd. or the Puffin Foundation, Ltd?

_____ YES _____ NO If yes: When _____ Amount of Grant \$ _____

Title of Grant _____

Where/When it was presented _____

SIGNATURE

TITLE

DATE

Puffin Foundation West, Ltd. has been chartered as a not-for-profit corporation by the State of Ohio. Its goals are to encourage and support the creation and presentation of new artistic works to the public. In particular the Foundation’s Mission is to foster and encourage artists who might find funding difficult because of the project’s genre and/or social philosophy.

Puffin Foundation West Ltd. is a 501(c)(3) Non-Profit Private Organization #27-2753994 which files a 990PF

60 East Spring Street, Suite 601, Columbus, OH 43215, Phone: 614-223-1055

www.puffinwest.org

puffinoh@columbus.rr.com

see us at Puffin West





“...peaceably transforming our society through the language of ART.”

ANSWERS TO COMMON QUESTIONS CONCERNING PUFFIN FOUNDATION WEST ARTIST GRANTS

Q&A

Can I e-mail you my completed application or supply it on a disc?

No. Your application must be a mailed ‘hard copy’ and signed.

Can you explain your policy on supplying images of my work? Can I send digital attachments?

You can always include a 3-5 minute disk if you feel that it will help portray your project and the Grant Committee will watch it if it opens on a MAC. Please limit hard copy attachments to six images of your work. We recognize the costs associated with certain prints and accept photocopies. *If you want your material back, send a SASE along with your application and your materials will be returned.*

Can you explain your Mission statement about the type of projects you fund?

We’re interested in art projects that educate the public on topical issues that seek to enrich and inform the public on important subjects such as the environment, social justice, civil rights and other contemporary issues facing the country (and the planet), that other organizations might hesitate to fund. You may call this *Activist Art*. The Foundation also gives special consideration to communities that feel that their children are **underserved by the arts**. We are **NOT** driven by a classification of a school being a Title One School. “(Title I, Part A (Title I) of the *Elementary and Secondary Education Act, as amended (ESEA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards.*” Our website will give you the best understanding of the types of projects we fund and you are encouraged to explore all the grants given in past years. That is one of the reasons why we archive all Grants on our website.

What’s the most important thing you’re looking for in a proposal?

We use many criteria to judge proposals including the dollar amount of the request, whether the applicant is well established in her/his/their field, who will see/be exposed to the end product, i.e. cost per capita, if you/your organization received a PFW grant previously, and the overall topic addressed. We also encourage new and emerging artists to apply.

Are references or letters of support mandatory?

References are not required, but if you decide to include them, two are sufficient. Often, applicants will also include letters of support from collaborating organizations/partners with their applications. This is very helpful in our deliberations. If any references or letters of support are provided, they should be included with your application.

Can I send supplemental materials after I send in my application packet?

NO. We ask that all information be provided in one submission. The obvious exception(s) would be if there was a major change in your project. Sometimes PFW upon reviewing a Grant proposal may contact you for additional information or clarification or even make suggestions to strengthen your proposal if we are “intrigued” by it.

60 East Spring Street, Suite 601, Columbus, OH 43215, Phone: 614-223-1055

www.puffinwest.org

puffinoh@columbus.rr.com

see us at Puffin West



(continued)

Do I have to provide a Social Security number?

Anyone applying for a grant as an individual is asked to provide a SS#. If an award is given, we generate a 1099 since the money is considered as income for tax purposes and we require a SSN for our records. As with many areas in tax, there is probably not a sharp line dividing the use of box 3 or 7 on a 1099. The more important matter to PFW is that the 1099s are prepared and filed. Either way, the amount received by a grantee is taxable to the recipient. As for what is or is not subject to self-employment tax, the recipients must make their own decision; it is not for PFW to decide, regardless if box 3 or 7 is used.

What do you mean by Federal ID # or Non Profit #?

This number is only requested for applicants who are applying as a non-profit organization by the IRS, or if a group is using a *'fiscal sponsor'* that will receive and administer any grant received. A fiscal agent will also have to return the W-9 to PFW, as they will receive the 1099 in January 2018. Such applicants do not have to supply their personal Social Security; instead they should include all the information about the Fiscal agent, including all contact information requested on the Application form, including, name, address, contact person, email, and yes, their Not For Profit/ Non-Profit Organization number. For instance, the number assigned to us by the IRS is #27-2753994.

WHO CAN APPLY

Can I apply for educational scholarships/funding?

The Foundation does not have the resources to offer financial assistance for scholarships or educational funding.

Can I apply for travel or conference fees?

No. The Foundation does not fund travel expenses or conference fees. This includes room and board. While many are undoubtedly worthwhile endeavors, they remain outside our purview. We do review requests for honorariums.

Will you fund organizations with a large annual budget?

The Foundation typically will **NOT** consider grants from NFPs whose **annual budget is \$1 million** or more. The overall size and annual budget of each applicant is taken into consideration. Foundation grants are relatively modest in size and, therefore, the larger the annual budget, the less likely we may deem the funds necessary. This enables us to prioritize our grants to applicants with fewer organizational resources. We do look at specific projects within large NFPs that meet our Mission and request that our branding/logo be used as appropriate for that exhibit, performance, etc.

What do you mean when you say the Foundation does not support large documentary/video projects?

We are more inclined to work with groups after the large documentary project has been completed to help them make their educational reel/DVD, as the cost per capita is more within our grassroots framework of granting.

Can I apply for more than one project a year?

Generally, the answer is NO.

Can I apply for a grant two years in a row?

Current grantees can apply in the year following their grant award for a continuing grant for any on-going community outreach project; however, new grant applicants/those who never received a PFW grant will be considered first. Demand is very high and we find that these guidelines help us reach more potential grantees. If you were not awarded a grant, please feel free to apply in successive years.

Can I apply for a multi-year project?

This type of Grant project is not encouraged, as we like to close our books at the end of each fiscal year.

THE REVIEW PROCESS

How long will it take to review my proposal?

We'll start notifying early determination applicants in mid-January. All applicants should hear about the status of their proposal by the end of May. Please read about Early Determination found in our *2017 Grant Application and Information* document. We judge each project on the merits, so being reviewed earlier in the process does not increase or decrease your chances of being awarded a grant unless the performance/exhibition date for your project has already passed.

FOR GRANTEES

Can you send me a copy of the Puffin logo for my promotional materials?

Using our logo is encouraged. Our Logo can be found on the first page of our website www.puffinwest.org. If your project is using a screen for projections of any kind, we will also ask you to use a slide if this is feasible and reasonable to do so and we will send you our logo for that purpose. We have many images and formats available. Our PFW logo as a brand is well known and is broadly recognized. As we are a private foundation, we currently do not solicit funds and never have. As that is a fact, there is no quid quo pro. Once you have received a Grant, you are now part of the Puffin Foundation West Family *as we said previously; it is very interesting that a group of PUFFINS is called a GATHERING*; PFW is also asked by some grantees to place an "ad" in their program. Many groups provide the ad space for free, and at times PFW does buy print ad space. We have a host of ads, which are on file that may be very appropriate for your event. You will need to contact us at puffinoh@gmail.com and send us the specifications and pricing, if any. People love seeing our little bird and it is estimated that it is seen around or over 250,000 times each year!

My project won't be finished by the end of the calendar year. Is that a problem?

We realize that the Foundation's rolling awards schedule does not always match an applicant's calendar year budget and/or timeline and that many projects may not be finished by the end of the calendar year. Our fiscal year ends December 31, your calendar year may end June 30th and etc. In these cases, we'll ask for both a 'year-end' report on your Grant for our records, but also request you send a final report when the Puffin funds are used/project is complete/etc. **If a project is not completed/finished a year from the date the Grant Award is issued, please advise by DECEMBER 15TH in writing as to what problem(s) you have encountered. We do have the right to recall grant funding (and we have) but we do try to work with you.** We will send a reminder e-mail in using BCCs to the e-mail on file to all successful applicants in October. **IF YOUR CONTACT INFORMATION HAS CHANGED FROM THE TIME YOU APPLIED YOU MUST ADVISE US OF SAME!!**

A narrative of the project you applied for is expected. This should include details of the project, how many people worked on the project, how many people attended the project, where it was held and any other details you would like to share. This information is held on file in the event that the IRS wishes to review our files to see if the Grant award was used for its stated purpose. This is very important as we have to attest on OUR IRS 990PF Tax returned filed on May 15 that all grant awards were utilized for their stated purpose. That is why we need your report, as it shifts the burden onto to you.

One or two graphic images included with our final e-mailed report as attachments and in a jpg format that shows a highlight of your grant could be included in your annual report. Sometimes we post final reports on our website under *Announcements*. You may also include copies of fliers and news clipping about the event.

Are you affiliated with The Puffin Foundation?

The Puffin Foundation is an independent Foundation that shares some past and present board members with Puffin Foundation West. There is no legal affiliation. We do have, however, continuous dialogue and discuss grant proposals that were sent to each respective Foundation. Both Foundations have been known to provide grants to the same organization but this is not usual.



"...peaceably transforming our society through the language of ART."

IMPORTANT DATES TO REMEMBER

FRIDAY SEPTEMBER 8TH, 2017.

Acceptance of original grant applications from the state of Ohio only sent via the united states postal service begins. Grant applications postmarked from any other state will be returned unopened at puffin foundationwest's expense. All 2018 grant awards will be made to Ohio not for profits and citizens in honor of the governor's arts patron award made to puffin foundation west on may 17th 2017.

FRIDAY NOVEMBER 25TH, 2017

All early determination applications must be in hand.

SATURDAY DECEMBER 9TH, 2017

All grants applications must be in hand (sent via the united states postal service only).
Not postmarked by December 9th, but delivered to Puffin Foundation West, Ltd.

Java Kitrick
Puffin Foundation West, Ltd.
60 East Spring Street # 601
Columbus, OH 43215

LATE DECEMBER 2017- EARLY JANUARY 2018:

Puffin foundation west's grants' committee meets and reviews all grants received and makes grant award determinations.

JANUARY

Pursuant to the Grants' Committee Applicants whose Mission does not compliment Puffin Foundation West's Mission will receive a Not Taking Letter via USP.

JANUARY 2018

1099'S ARE PREPARED for 2017 Grant Awardees and Mailed.

JANUARY 5TH

Legitimate Early Determination Grants are reviewed first.

JANUARY 5TH, 2018-MAY 15TH, 2018

Grant awards are made and essentially \$40,000 per month in grant awards are processed each month. Some awardees get more than one check to fulfill their grant award given by the Grants' Committee.

MAY 15TH 2018

Final Date Grants are awarded

60 East Spring Street, Suite 601, Columbus, OH 43215, Phone: 614-223-1055

www.puffinwest.org

puffinoh@columbus.rr.com

see us at Puffin West

